

**TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 10-R-___**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO,
REGARDING ADMINISTRATIVE APPROVAL AUTHORITIES GRANTED BY
THE BOARD OF TRUSTEES TO ADMINISTRATIVE DIRECTORS**

WHEREAS, the Town of Frederick is a statutory municipality of the State of Colorado, and is subject to certain annual statutory administrative requirements; and

WHEREAS, Title 31 of the Colorado Revised Statutes authorizes the limited delegation of administrative functions by the governing body of a statutory municipality to its administrative personnel; and

WHEREAS, the Town previously recognized by Resolution 07R063 and Ordinance #930 that the satisfaction of recurring administrative requirements of the Town would be efficiently served by allowing the Town's professional administrative personnel to produce the necessary materials as needed, rather than relying on review by the Board of Trustees for each required filing; and

WHEREAS, the satisfaction of recurring administrative purchases of the Town may be efficiently served by granting the Town's professional administrative personnel limited approval authority for Town procurement, rather than relying on review by the Board of Trustees for each purchase.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF FREDERICK, WELD COUNTY, COLORADO THAT;

Section 1. In furtherance of its authorizations memorialized in Ordinance #930, the Board of Trustees hereby authorizes the Town Administrator, the Town Clerk, and representatives of their respective offices, to exercise limited discretion in the satisfaction of certain recurring and annual administrative functions.

Section 2. The following administrative functions and limits are included in the delegation of administrative functions by the Board of Trustees:

- a. Process and distribute checks for budgeted items (e.g. training expenses; petty cash, services rendered by outside companies, etc) when the amount is less than \$5,000. Operations of the accounts payable system would be more efficient and timelier according to the day-to-day needs of the organization;
- b. Approve and sign fee agreements and contracts with consultants or vendors for budgeted items up to a specified amount, Staff recommends that this be allowed for budgeted items after legal review for items no larger than \$50,000. This would allow staff to complete the process, i.e. award the bid, and issue the notice to proceed in a timely manner;
- c. Approve construction contracts for budgeted items after legal review for items no larger than \$50,000, allowing staff to process contracts in a timely manner;
- d. Approve Change Orders for construction contracts so long as funds are budgeted and the total of all change orders does not exceed 15% of original contract amount or \$15,000, whichever is greater. This would allow staff to proceed with Change Orders and keep the project within the confines of the project time line;

- e. Accept public improvements constructed by developers. Staff would review the MOAPI and make sure all public improvements are constructed per the agreement. Staff currently reviews the MOAPIs for acceptance and forwards this information for Board approval. This would expedite the improvement acceptance process.
- f. Accept easements for public improvements. Acceptances are routine in nature and would not be accepted without legal approval.
- g. Accept water dedications that comply with adopted ordinances and policies, as previously addressed in Resolution 07R063.
- h. Lease excess water to farmers or other entities at market rates.
- i. Sign MOAPIs after legal review as long as proposed improvements and financial obligations meet adopted standards and policies. Staff prepares and reviews all MOAPIs to make sure they are within the adopted standards and policies set by Board; having the Board approve the MOAPIs is an extra step in the process.
- j. Review and authorize Special Use Permits (oil and gas applications), per Ordinance #930.
- k. Review and authorize Minor Replats, per Ordinance #930.
- l. Review and authorize Temporary Use Permits (e.g. construction trailer at home building site, model home used as a sales office, etc.), per Ordinance #930.
- m. Set fee schedules for such items as photocopy costs, maps, police reports, fingerprint services, animal licenses, VIN inspections, etc. This item is routine in nature. No fees set by ordinance would be adjusted by staff.
- n. Approve Refuse Hauler Business Licenses. The Frederick Municipal Code defines the requirements each refuse hauler needs to comply with. Staff would review the application, make sure the applicant meets the requirements and then approve the application.
- o. Approve Special Event Permits (for Liquor Licenses). Special Event Permits are routine in nature. Under the Colorado State Statutes, there is a posting requirement. To meet the posting requirement and Town Board meeting time frame can be in conflict with each other. If this item was administratively approved, staff would still implement the appropriate posting requirement, approve the application, and send it off to the State for approval.

Section 3. Effective Date. This resolution shall become effective immediately upon adoption.

Section 4. Repealer. All resolutions or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 5. Certification. The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS ____ DAY OF _____, 2010.

ATTEST:

TOWN OF FREDERICK

By _____
Nanette S. Fornof, Town Clerk

By _____
Eric E. Doering, Mayor